

Meeting Minutes
Room 319
Livestock Conference Room
Corner of Roberts and Sixth Avenue
Thursday, December 15, 2005
1:15 p.m. to 3:00 p.m.

Molly Petersen, Chair, called the meeting to order at 1:15 p.m. Those in attendance introduced themselves. Present were Prudy Hulman, Mary Spaulding, Chris Hettinger, Lenore Adams, JereAnn Nelson, Sherry Rust, Pam Spore, Cynthia Pearson, Ann Storrar, Barbara Pepper Rotness, Shannon Stober, H. Ann Cannon, Cynthia Maw.

Sherry Rust presented the Ice Breaker: What's your favorite Christmas tradition?

A motion to approve the November 2005 minutes was made and approved.

Melanie Denning, of the State Personnel Division, gave a presentation on the history and financial aspects of Little Folks Daycare, which gives preference to state employee dependents:

- ✓ The daycare was started in 2000 after ICCW research and legislation provided for agency funding process. It became a line item to the Governor's budget.
- ✓ The initial provider served a 3-year contract and then renewed thereafter on an annual basis.
- ✓ In May of 2005, the provider decided not to renew the contract.
- ✓ The new provider, Carol Watkins, took over the daycare located at 1600 9th Avenue on November 1, 2005. As of December 1, this daycare is serving 52 children with more enrollments coming in daily. They are licensed for 100 children, ranging from infant care to after-school care up to age 12.
- ✓ The financial requirements of the contract include: 1) rent at \$32,060 annually. This amount is divided by agency based on Helena area employees by agency. 2) The Helena School District (HSD) has raised the rent even though we do not have legislative appropriation for the new amount. 3) This year, the monthly rate is \$3,000 for rent and utilities. The State of Montana pays \$2,670. Carol will be paying \$330/month to make up the difference. 4) Carol rents the gym and kitchen space for a separate rental rate of \$400/month payable directly to the HSD. This makes her total monthly expense \$730. 5) She is required to carry a performance security in the amount of \$20,000. 6) For liability insurance, she is required to carry \$1 million/occurrence and \$2 million aggregate. 7) She carries auto insurance for the vans that pick up the kids at \$500,000 per person personal injury and \$1 million per accident-personal injury and \$100,000 property damage. 8) In addition, she is required by the HSD to all cleaning of

the facility, light bulb replacement, floor waxing, etc. 9) Carol is responsible for all snow removal costs in the applicable months. 10) Carol also has all wages and taxes associated paying the staff. She has recently started offering some vacation days, but no other benefits are possible at this time. She pays education costs for them.

- ✓ The daycare benefit provides a recruitment and retention tool to State of Montana employees at rates less than comparable facilities. In addition, the center offers 24 slots of infant care that is difficult to find in the Helena area.
- ✓ Carol plans to work with Western Montana College to become an accredited facility. This process is long, but worth it and Carol is anxious to begin. The State of Montana is excited to be able to potentially offer employees a "State of the Art" facility to its employees.
- ✓ In summary, Carol is benefiting from the Ray Bjork facility to provide care in. Any building improvements must be approved by HSD before Carol can proceed. She is out of pocket for all maintenance and improvements.

Treasurer's Report: In the absence of Jen Skarveit, no treasurer's report was given.

Lenore Adams accepted the position of ICCW Historian.

Cynthia Maw spoke on ICCW's special project: a professional clothing collection for the YWCA. Donated professional clothing is available for pickup Monday through Friday from 12:30 to 4:00 p.m. at the YWCA. It's a good idea to keep track of your donations for income tax purposes.

The Public Employees' Retirement Board's (PERB) Employee Investment Advisory Council (EIAC) has a seat opening up. January 12 is the deadline for application to this council. Molly has received notice of three volunteers to date. Mary Spaulding also volunteered.

The 2005-06 subcommittees gave the following reports:

PR (Jen Skartveit): In Jen's absence, no report was given.

Training (Chris Hettinger): Bob Runkel of the Office of Public Instruction will speak on the subject of Behavior vs. Disability at noon in the Scott Hart Auditorium.

ELA (Shannon Stober/Lisa Mecklenberg Jackson): This committee is on track with a revised nomination packet and a work process assignment for each of the subcommittee members.

Daycare (JereAnn Nelson/Michelle Robinson): JereAnn presented a list of proposed survey questions from this subcommittee. Members provided input on question and

content, which JereAnn noted. She also provided a copy of the daycare flyer that Michelle Robinson prepared. This will go on the MINE website. A copy of the flyer prepared by Melanie Denning of the State Personnel Division was also presented. This will be added to the State Personnel Division's website.

Wage Analysis (Becky Dockter). In Becky's absence, no report was given.

The next meeting is Thursday, January 19, 2006 in Room 239 of DEQ's Metcalf Building from 1:15 to 2:45 p.m.

Everyone enjoyed Christmas treats as Molly adjourned the meeting at 2:50 p.m.

Respectfully submitted,

JereAnn Nelson
ICCW secretary nominee